



Kalamazoo Public Library

kpl.gov

PUBLIC MEETING AGENDA
KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES
CENTRAL LIBRARY BOARD ROOM – THIRD FLOOR
315 S. Rose Street, Kalamazoo, MI 49007
August 24, 2015, 4:00 p.m.

Approval of Agenda

- I. RECOGNITIONS, RESOLUTIONS, AND COMMUNICATIONS
- II. PERSONS REQUESTING TO ADDRESS THE BOARD
- III. CONSENT CALENDAR
 - A. [Minutes of the Meeting of July 27, 2015](#)
 - B. [Personnel Items](#)
- IV. FINANCIAL REPORT
 - A. [Financial Reports for the Month Ending July 31, 2015](#)
- V. REPORTS AND RECOMMENDATIONS
 - Recommendations
 - A. [MERS Retirement Funding](#)
 - Reports
 - B. 403B Plan Update – Laurie Stegenga, Foresight Capital Management Advisors
 - C. Neighborhoods for Picture Books – Sue Warner
 - D. ALA Leadership Institute Report – Michael Cockrell
 - E. Digitized Local History Materials – Beth Timmerman
 - F. Legislative Update – Diane Schiller
- VI. COMMITTEE REPORTS
 - A. Finance and Budget Committee
 - B. Personnel Committee
 - C. Fund Development Committee
 - D. Director’s Building Advisory Committee
- VII. OTHER BUSINESS
 - A. [Director’s Report](#)
- VIII. PERSONS REQUESTING TO ADDRESS THE BOARD
- IX. COMMENTS BY TRUSTEES
- X. ADJOURNMENT

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: July 27, 2015
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Kerria Randolph, James VanderRoest, and Valerie Wright

Absent: Lisa Godfrey, Cheryl TenBrink

CALL TO ORDER:

President Caple called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Meeting of June 22, 2015*

B. *Personnel Items*

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending June 30, 2015*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending June 30, 2015.

Discussion: Director Rohrbaugh stated that although these reports refer to the last month of the fiscal year 2014 - 2015, this is not the final financial report for that year. D. Schiller has noted in the report there are still a handful of invoices and accruals yet to be booked. Additionally, D. Schiller is beginning to prepare for the annual audit set to begin in August. J. VanderRoest commented this financial report represents what the board has come to expect from the June report.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JUNE 30, 2015.

MOTION CARRIED 5-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Revised Registration Policy

Recommendation: Director Rohrbaugh recommended board approval of the attached *Registration Policy* with changes shown, to be effective upon approval.

Executive Summary: Earlier this year, a Library Card Task Force was convened to examine our library card policies and procedures with a particular emphasis on juvenile cards.

The Task Force surveyed other libraries and deliberated at length among themselves and with other staff. They specifically considered the challenges of parental abuse of their child's card resulting in a blocked card, advantages and disadvantages of requiring a parent to sign for a child to have a card, and the national push, led by President Obama, for all children to have a library card.

The recommendation is for two juvenile cards as shown in the proposed policy: a traditional card which would now require a parent to sign and a limited card for children with a blocked card with little hope of clearing it or for children without a parent to sign. Older children who visit the library alone would be able to acquire a library card without an adult.

The limited card would enable us to give cards in non-traditional situations and help teachers get cards for students who through no fault of their own have a blocked card. To receive this card, children with blocked cards would need to have a conversation about their account with a staff member. This card is not temporary; it would expire annually and be eligible for renewal.

While reviewing the policy, the Task Force also realized it was logical to change the length of the card for those without a permanent address from four weeks to six weeks, to match two circulation periods.

Upon board approval, we will finalize some changes in registration procedures, be sure all staff are well informed of these changes, and inform schools within our service area of the limited card option.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE ATTACHED REGISTRATION POLICY.

Discussion: J. VanderRoest suggested changing instances of the word "free" as it pertained to obtaining a library card to "without charge". He stated this distinction was appropriate in order to reflect tax-payer support of the library system.

J. VanderRoest additionally requested examples from library staff of how a parent, under the current system, might abuse their child's card. Director Rohrbaugh said the most common method of abuse is for parents to use their children's card to check out materials, typically DVDs, and then accrue late fees or fail to return the items at all. This results in fines which their children are unable to pay, and as a result, their access to library materials and services is

limited through no fault of their own.

President Caple asked how frequently these situations occur. Director Rohrbaugh asked for input from Gary Green, Sue Warner, and Jennifer Cornell. G. Green stated it occurs frequently and the aforementioned method of abuse can generally be inferred by examining a patron's account. J. Cornell agreed and stated she has seen parents obtain a library card for their six month old child and immediately check out R-rated movies using the child's account.

R. Brown asked whether there is an item limit on traditional cards. Director Rohrbaugh stated there is no limit. R. Brown then asked whether we have considered what happens in the event of a parent objecting to their child obtaining a limited card. Director Rohrbaugh asked Sue whether the Library Card Task Force explored that possibility. S. Warner confirmed they had, and the current encouraged response is to attempt to explain to concerned parents why it is beneficial for a child to have a library card.

G. Green stated an update on the changes to the *Registration Policy* would be given after six months.

MOTION CARRIED 5-0.

B. MERS Delegates

Recommendation: Director Rohrbaugh recommended the appointment of Terry New as the Officer Delegate and the certification of Angelina Rodriguez as the Employee Delegate to serve at the 2015 Municipal Employees Retirement System (MERS) Annual Meeting.

Executive Summary: Beginning in 2004/2005, staff members have attended the annual MERS meeting. With so many KPL employees enrolled in MERS, we feel it is important for us to participate in the system. In the past we have sent both an officer and employee delegate to attend the MERS annual meeting.

The officer delegate must be appointed by official action of the Board to serve and the employee delegate must be elected by ballot and certified by either the chief administrative officer or a member of the governing body. Angelina Rodriguez will serve as the employee delegate and Terry New will serve as the officer delegate. The MERS Annual Meeting will take place October 8-9.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPOINT TERRY NEW AS THE OFFICER DELEGATE AND CERTIFY ANGELINA RODRIGUEZ AS THE EMPLOYEE DELEGATE TO SERVE AT THE 2015 MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) ANNUAL MEETING.

Discussion: No discussion.

MOTION CARRIED 5-0.

REPORTS

C. Director's Goals

Report: Director Rohrbaugh introduced ten goals, based on the previously submitted Action Plans for 2015 -2016 in which she will either be heavily engaged or views as overarching goals for the library system for the next year.

Discussion: V. Wright asked about the goal to reinvigorate Teen Services. Director Rohrbaugh stated that goal is related to the search for a new Teen Librarian, following Stewart Fritz's transfer to the Children's Librarian position. She also said that goal is related to an Action Plan item which seeks to restructure the Teen Advisory Board.

K. Randolph asked for details regarding Director Rohrbaugh's goal to continue to look for ways to expand the library's partnership with Kalamazoo Public Schools. She stated that an upcoming meeting with Michael Rice would hopefully result in some specific plans. She added that at the American Library Association annual conference, there were reports from libraries operating within school districts in which all students are given mobile devices of some sort, ie: chromebooks, ipads, etc. She plans to ask Dr. Rice if anything similar is in the works at KPS. Additionally, she plans to report to him the changes to the Registration Policy and share her satisfaction regarding a recent visit from Kalamazoo Central High School seniors.

J. VanderRoest requested an explanation of the 'commercially available data' KPL plans to utilize in order to better understand our community and provide appropriate services. Director Rohrbaugh stated vendors such as ReferenceUSA, tend to collect demographic data on communities which they then make available to libraries.

J. VanderRoest also asked about the move to ADP for payroll and HR services, and how that would impact operations in the business office. Director Rohrbaugh asked Diane Schiller for an explanation. D. Schiller indicated that it was a move to consolidate payroll and HR services, provide smooth transitions for initiatives such as the Affordable Healthcare Act, and allow staff unprecedented access to their own information. President Caple added that his company uses ADP and it has resulted in effective streamlining of the functions discussed by D. Schiller.

K. Randolph raised a question regarding Director Rohrbaugh's work towards the goal of developing and instituting an antiracism institutional action plan. Director Rohrbaugh stated she plans continue working with the Antiracism Transformation Team in order to keep their goals front and center for the Board of Trustees and staff.

Disposition: Trustees thanked Director Rohrbaugh for her report.

D. Fourth Quarter Strategic Planning Statistics

Report: Director Rohrbaugh shared the year-end strategic planning statistics for FY 2014 – 2015. She also stated work will begin shortly to determine the target numbers for the individual goals for FY 2015 – 2016 and indicated the possibility that after years of impressive growth in certain categories, it is reasonable to assume some of those figures are experiencing diminishing returns. The possibility of 'topping out' will be taken into consideration in setting the targets for the next year.

Discussion: V. Wright said she thought the Teen and Technology surveys attached to the statistics were interesting and helpful. J. VanderRoest agreed with Director Rohrbaugh's assessment that uninterrupted yearly growth at a given percentage rate will become

unsustainable at some point. He also commented that he was very impressed by the Local History statistics, which indicate that even more people are using the digitized collection on KPL's website than we had anticipated.

Disposition: Trustees thanked Director Rohrbaugh for her report.

E. ONEplace Update – Thom Andrews

Report: Director Rohrbaugh introduced T. Andrews. He began by thanking the library for fantastic in-kind support of ONEplace. He explained that the report he was about to give is a version of the annual report he provides to donors. He went on to say that the 2014 – 2015 year constituted the second of a three year plan, the primary goal of which is to organize the various lines of activity in which the ONEplace is engaged into a comprehensive leadership program.

Among the highlights from the last year, the first he wished to discuss was the Leadership Academy. It started three years ago and last year was evaluated and compared to similar programs around the country. The academy meets once per month for a full-day session ten times a year.

In terms of programming at the library, there has been a focus on high-level management-track training seminars. The response has been positive; average attendance and repeat attendance is up. There has also been a focus on peer-learning groups, working with different approaches to further refine the programs. Lastly, until recently, the ONEplace offered a series of webinars in which attendees would gather at KPL to take part in the webinar and then discuss. They are now focusing on remote attendance of these webinars, and have found that removing the requirement of physical attendance has approximately tripled the number of attendees.

As a final thought, T. Andrews offered his assessment that ONEplace has matured as an organization, is well-situated moving forward, and still has room to grow.

Discussion: President Caple asked whether T. Andrews believes the increased attendance at programs and webinars is due to both time constraints on the part of the attendees as well as a desire for collegiality amongst peer groups. T. Andrews said he did think so, and the ONEplace is attempting to be sensitive to a number of dynamics regarding learning opportunities by being willing to try new things.

V. Wright asked what went into the decision to move to a year-long format for the Leadership Academy. T. Andrews said the model is based on a number of other similar and successful programs combined with feedback from focus groups. He said it's important to understand when planning these sessions that best practices change over time.

Disposition: Trustees thanked T. Andrews for his report.

F. Circulation Turnaround Time – Jennifer Cornell

Report: Director Rohrbaugh introduced J. Cornell, Circulation Supervisor. J. Cornell distributed a handout which detailed data gathered over a period of eleven months. The data included hours scheduled for dedicated shelving purposes, total number of cart-loads of books shelved, and total number of discharges. From this data, J. Cornell was able to obtain calculations regarding items shelved per day, carts per hour, etc.

J. Cornell also explained how schedules for shelvers are drawn up, based on a demand for their services dependent on the day of the week. A commitment to efficiency and support from other departments in the library has resulted in a two to four hour turnaround time from the point at which an item is returned to the point at which it is reshelved. This is compared to a 24 to 48 hour turnaround time that existed prior to the Circulation department's application of LEAN principles to their workflow.

Discussion: No discussion.

Disposition: Trustees thanked J. Cornell for her report.

G. Legislative Update – Diane Schiller

D. Schiller began by explaining that both the House and the Senate are adjourned until mid-August. She then explained there was recently movement on three items previously reported upon.

The first is the Michigan Election Law, which has been amended to eliminate the February election date, except during Presidential election years in which a special election at that time will occur.

The second is the Local Government Labor Regulatory Act which prohibits a local government body from adopting, enforcing, or administering an ordinance that would supersede state and federal laws regarding minimum wage, paid/unpaid leave, or other benefits which would impose a cost on an employer. That act was enrolled in mid-July.

Thirdly, the General Property Tax has been amended to revise the exemptions for personal property. It specifies timing and requirement of affidavit claiming exemption.

A new revision to the Emergency Municipal Loan Cap has been enacted which increases the loan cap for counties, cities, and villages from \$35 million to \$48 million. The loan cap for school districts has also been increased from \$50 million to \$70 million. This is likely in response to communities and districts in need of emergency loans.

The legislature is currently discussing the condition of Michigan roads and the various ballot proposals for 2016. These include an increase of the Corporate Income Tax to pay for roads, a push to repeal the state's prevailing wage, a number of marijuana legalization initiatives, regulations on hospital charges, and a fracking ban.

In response to the recent shooting in Tennessee, a proposal is in the works to allow uniformed members of the military to carry concealed weapons in the state's pistol-free zones.

Lastly, the Michigan Court of Appeals ruled the Michigan Employment Relations Commission committed a material and substantial error of law in dealing with a union and Faust Public Library during a labor-relations dispute and has remanded the case for further action.

VI. COMMITTEE REPORTS

A. Finance and Budget Committee – No meeting.

- B. *Personnel Committee* – No meeting.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director’s Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

A. *Director’s Report*

Report: Director Rohrbaugh began her report with an explanation of the possibility of the installation of a snowmelt system along South St. in front of Central Library. There was a discussion about the feasibility of this three years ago, and it was determined the boiler currently being used for this section of the city was insufficient to provide snowmelt along that section of road. A new city engineer has reported that does not seem to be the case, provided new heat exchangers were installed.

The City of Kalamazoo is discussing the renovation of the sidewalk outside the building adjacent to the library. The building’s owner has been reluctant to install snowmelt as part of this process. A meeting between the city and the owner of the building will be taking place soon. In the event that the owner decides to install snowmelt, the library would then have the opportunity to hook into that system for an estimated cost of approximately \$150,000 with an ongoing maintenance of approximately \$4,000 per year.

Director Rohrbaugh then directed Trustees’ attention to a number of items on the Director’s Report, and reminded them that KPL Staff Committee Annual Reports were attached for their review. She noted that a number of summer programs for school-age kids were listed in the report as well.

She reported KPL digital offerings in Hoopla have expanded through a number of vendors and resulted in a new monthly record of 2,176 circulations in June.

She then encouraged Trustees to set aside some time to explore the Local History digital collections which are of considerable volume.

Director Rohrbaugh also highlighted an item regarding an update on the KRESA cloud server hosting project. Timing will be dependent on the installation of fiber at the corner of Rose and Lovell. KPL staff has been busy doing preliminary work in order to prepare for the switch.

Discussion: R. Brown asked about the turnover in Hub interns mentioned in item #13. Director Rohrbaugh stated that item primarily made the report because of the associated delay in start-up of 3D printer services, set to begin in late summer or early fall. She said there is often a high turnover rate in hourly positions in general.

R. Brown also asked about the process of better cord management at public PCs and whether that was tied to wireless connectivity. S. Lindemann stated this was a project undertaken by FM, the goal of which was to minimize cord on the ground, making the areas much easier to clean and enhancing the aesthetics of the affected areas.

V. Wright said she was pleased to hear that staff from KPL had been visiting other libraries in Michigan to promote LEAN principles. She also said it was interesting to hear how division of labor was being conducted regarding the administration of the various KPL social media accounts.

J. VanderRoest expressed interest in attending and contributing to events put forth by the Social Activities Committee. He also asked about how the dedicated Minecraft server was being set up. K. King stated it was a dedicated server, but was located elsewhere, and teens would connect to it remotely.

V. Wright asked about an idea from Innovation Team to develop a Kalamazoo wiki. K. King replied it would essentially be a knowledge portal which could be accessed to provide information on all sorts of locations, activities, and services in Kalamazoo. Lastly, she said she thought it was great that hourly staff were being compensated for attending Staff Day.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright said the Staff Committee Annual Reports were very valuable and are an excellent way to help trustees understand exactly what is occurring holistically around the library and within the individual teams.
- K. Randolph expressed his satisfaction with KPL summer programming for school age children.
- R. Brown had no comments.
- J. VanderRoest said that while viewing the check warrant he noticed the final payments of wages to Calvin Chao. He asked if the library had officially extended condolences to Calvin's family. Director Rohrbaugh said the library had indeed done so.
- President Caple said the recent Moxy Strings concert was awesome. He also stated that his son and one of his son's friends recently came to town to see a recital by KPL staff member Renee McDonald, which he described as an incredible demonstration of her vocal talents. Regarding Renee's departure from KPL on July 31st, he said it was his hope that she is sent off well.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:24 P.M

X _____
Robert Brown
Secretary

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Personnel Items**

DATE: August 24, 2015

Employee Transfer

Andrea Vernola will transfer to the KPLA FTE 1.0 Lead Teen Librarian III position in Youth Services effective August 16, 2015. She has most recently held the KPLA FTE 1.0 Children's Programming Librarian in the same department.

Hourly Staff

New Hire

Jeremy Evans – Hub Intern

Monica Pabelonio – Library aide – Central Circulation

Separations

Renee MacDonald – Library aide- Central Circulation

Andrew VanKoevering – Library aide- Central Circulation

Marci Anderson – Library aide- Central Circulation

Amanda Dooley – Library aide- Central Circulation

Employee Anniversaries

Lauri Bouma – 37 yrs.

Waneta Hodges – 36 yrs.

Barb Hageman – 21 yrs.

Ann Walker – 19 yrs.

Nancy DiBella – 14 yrs.

Caitlin Hoag – 14 yrs.

Steve Siebers – 11 yrs.

Melissa Greenfield – 10 yrs.

Stewart Fritz – 9 yrs.

Bethany Maley – 9 yrs.

Karen Finch – 8 yrs.

Tam Skidmore – 8 yrs.

Dan Hoag – 6 yrs.
Michelle Lilek – 5 yrs.
Susan Lindemann – 4 yrs.
Angela Fortin – 4 yrs.
Ryan Edgar – 1 yr.
Marcie Stevens – 1 yr.
Elyse Malnekoff – 1 yr.

[Return to Agenda](#)

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **Financial Reports for the Month Ending
July 31, 2015**

DATE: August 24, 2015

Recommendation:

I recommend the Board accept the Financial Reports for the month ending July 31, 2015.

Executive Summary:

Notes to the reports are included for your information.

James E. VanderRoest, Treasurer

**Kalamazoo Public Library
Internal Financial Statements
For the month ending July 31, 2015**

Sources and Uses of Funds

Electronic Transfers

Sources of funds during the month of July included the 2nd installment of State Aid to Public Libraries totaling \$36,850.52. The revenue for the State Aid was accrued to fiscal year 2014-2015. In addition, \$15,000 from the Dorothy Dalton Foundation for ONEPlace activities was also received and recorded as revenue during the month of July.

Uses of funds during July included \$66,480 in Capital Improvement Plan payments including a \$55,000 payment for 50% of the total contract with Thyssenkrupp Elevator Corporation for repair of the central freight elevator to initiate ordering of the parts.

Electronic transfers during the month of July included several transfers and a check transfer to move funds within library accounts.

Combined Balance Sheet

Other Assets of \$115,126.52 as of July 31st consists primarily of the prepayment of the August MESSA (employee medical) invoice of \$102,232. The \$95.75 Taxes Receivable balance is the result of the timing of the cash receipt of a tax revenue receipt from the City of Kalamazoo accrued to fiscal year 2014-2015 at the end of July.

General Operating Fund Revenue & Expenditure Summary

Revenue during the month of July included the previously mentioned Dorothy Dalton Foundation grant of \$15,000 for ONEPlace and Fines and Fees totaling \$13,012. Expenditures for the month of July totaled \$944,095 with another \$78,091 in outstanding purchase orders. The 9.4% percent complete as of July 31st is within normal expected expenditure patterns with no adjustments to the budget anticipated at this time except the reallocation of the \$100,000 Total Compensation reserve to reflect contractual and performance salaries and benefit changes that began as of July 1st.

Capital Improvement Plan

The Capital Improvement Plan expenditures of \$65,621 during the month of July were dominated by the \$55,000 expenditure on the ThyssenKrupp Elevator payment to initiate the contract and order parts for the repair of the central freight elevator. At this time, it is anticipated that the project (895 in Building Alterations, Mechanical Projects) will require the addition of \$5,000 in budgeted contingencies to cover the contract when complete.

The Central Lighting Control System Project (842 in Building Alterations, Control and Security System) is also anticipated to require an addition of \$1,765 from budgeted contingencies to cover the cost of the contract when complete.

Endowment Fund

As anticipated, the market value of the Endowment Fund fell \$85,467 during the month of June to \$3,951,625. No trades occurred during June and realized dividend and interest income received during the month totaled \$3,577.

Kalamazoo Community Foundation

Local History and Community Information Service Fund

Both segments of the Local History and Community Information Service Fund are included here for information purposes. The Agency segment, which is recognized on the library's balance sheet, totaled \$71,587.65 as of the end of June 2015. The \$6,000 gift received represented funds deposited by the library received from the Patton's earlier this calendar year. Net revenue return of \$754.87 was offset in large part by the foundation annual administrative fee of \$723.89.

The second segment of the Local History and Community Information Service Fund is recognized on the Kalamazoo Community Foundation's balance sheet and totaled \$27,300.10 as of June 30, 2015. This portion of the fund represents funds received either directly or as a result of the initial transfer of the fund.

**KALAMAZOO PUBLIC LIBRARY
SOURCES AND USES OF FUNDS
Governmental Pooled Funds
For the month ending July 31, 2015**

		July
BEGINNING CASH BALANCE *		\$ 8,834,672
* Including short-term investments		
 <u>SOURCES OF CASH:</u>		
Property Tax Receipts	\$ 10,680	
IFT/CFT, PILOT receipts	\$ -	
State Aid/MPSERS UAAL Rate Appropriation	\$ 36,851	
District Court Penal Fines/Law Library Revenue	\$ -	
Interest Income	\$ 55	
Library Fines & Fees	\$ 13,012	
Other Sources: Gifts, Grants, & Reimbursements	\$ 15,120	
Other Gifts (Ready to Read, etc)	\$ 100	
TOTAL SOURCES OF CASH		\$ 75,818
 <u>USES OF CASH:</u>		
Salaries & Wages	\$ (455,902)	
Benefits	\$ (153,948)	
Materials	\$ (78,584)	
Operating Expenditures	\$ (17,855)	
Facilities	\$ (65,292)	
Technical Services	\$ (56,874)	
Purchased Services	\$ (21,771)	
Other	\$ (26,252)	
Capital Expenditures	\$ (66,480)	
	\$ -	
TOTAL USES OF CASH		\$ (942,956)
 ENDING CASH		 \$ 7,967,534
 <u>Pooled Cash & Investment Accounts</u>		
<u>Checking & other liquid accounts</u>		
Fifth Third General & Payroll Checking Accounts	\$ 323,636	
Flagstar General & Payroll Checking Account	\$ 459,281	
First National NOW & ACH Transfer Accounts	\$ 376,373	
Fifth Third Arcadia Admin	\$ 8,761	
Petty Cash/Midwest Business Exchange Account/Paypal	\$ 14,479	
Pooled Cash Accounts	\$ 1,182,530	
 <u>Pooled Investments</u>		
Fifth Third Bank, Fifth Third Securities, CD's	\$ 52	
Flagstar Bank MM & CD's	\$ 1,613,917	
First National Bank MM, ICS Savings, & CD's	\$ 5,171,034	
Pooled Investment Accounts	\$ 6,785,003	
Total Pooled Cash & Investments		\$ 7,967,534

**Kalamazoo Public Library
Sources & Uses of Funds
Electronic Transfers
July 2015**

	From	To		
7/7/2015	Transfer from 1st National Check		1st National Ltd ACH	\$ 7,000.00
7/7/2015	Transfer to 1st National Ltd ACH	1st National Checking		\$ (7,000.00)
7/7/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,134.00)
7/7/2015	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (3,963.75)
7/7/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (991.96)
7/9/2015	Transfer to 1st National Checking	1st National ICS		\$ (800,000.00)
7/9/2015	Transfer from 1st National ICS		1st National Checking	\$ 800,000.00
7/9/2015	State of Michigan Withholding	5/3 General Check	Michigan Department of Treasury	\$ (13,567.23)
7/9/2015	MPERS Retirement June	1st National Transfer	Michigan Public School Empl. Ret. Sys.	\$ (27,585.79)
7/10/2015	MERS June	1st National Transfer	Municipal Employees Retirement System	\$ (23,619.10)
7/14/2015	Transfer to Arcadia Checking	5/3 General Check		\$ (2,000.00)
7/14/2015	Transfer from Fifth Third Check		Fifth Third Arcadia Checking (Section 125)	\$ 2,000.00
7/15/2015	Check transfer to Fifth Third	1st National Checking		\$ (400,000.00)
7/15/2015	Check transfer from 1st National		Fifth Third General Checking	\$ 400,000.00
7/15/2015	Transfer from 1st National Check		1st National Ltd ACH	\$ 7,100.00
7/15/2015	Transfer to 1st National Ltd ACH	1st National Checking		\$ (7,100.00)
7/15/2015	Fifth Third H.S.A.	5/3 General Check	Fifth Third/Employee Accts	\$ (1,134.00)
7/15/2015	Transfer to Arcadia Checking	5/3 General Check		\$ (2,000.00)
7/15/2015	Transfer from Fifth Third Check		Fifth Third Arcadia Checking (Section 125)	\$ 2,000.00
7/15/2015	Payroll 7/15/2015	5/3 Payroll Check	Employee Accounts	\$ (20,192.01)
7/15/2015	Payroll 7/15/2015	5/3 Payroll Check	Employee Accounts	\$ (118,553.63)
7/15/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
7/15/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (6,032.60)
7/15/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (47,677.72)
7/16/2015	Employee Health Equity H.S.A.	1st National Transfer	Employee Accounts	\$ (4,153.75)
7/22/2015	HCSP MERS Contributions	5/3 General Check	Alerus/Employee Accounts	\$ (2,657.95)
7/31/2015	Transfer from 1st National Check		1st National Ltd ACH	\$ 6,200.00
7/31/2015	Transfer to 1st National Ltd ACH	1st National Checking		\$ (6,200.00)
7/31/2015	EFTPS Tax Payment	5/3 General Check	IRS/Social Security Admin	\$ (51,642.05)
7/31/2015	Payroll 7/31/2015	5/3 Payroll Check	Employee Accounts	\$ (133,140.40)
7/31/2015	Friend of the Court	5/3 General Check	Kalamazoo County FOC	\$ (105.88)
	Total Transfers July			\$ (456,257.70)

**Kalamazoo Public Library
Combined Balance Sheet
As of July 31, 2015**

	<u>Operating</u>	<u>Capital</u>	<u>Special Revenue</u>	<u>Endowment</u>
Assets				
Cash & Equivalents				
Cash & Checking	\$4,289,799.23	\$1,953,341.45	\$99,489.67	\$245,427.30
Investments	\$1,624,903.57	\$0.00	\$71,587.65	\$3,706,197.70
Total Cash & Equivalents	\$5,914,702.80	\$1,953,341.45	\$171,077.32	\$3,951,625.00
Accounts Receivable				
Accounts Receivable	\$159,694.09	\$0.00	\$0.00	\$0.00
Total	\$159,694.09	\$0.00	\$0.00	\$0.00
Taxes Receivable				
Taxes Receivable	\$95.75	\$0.00	\$0.00	\$0.00
Total Taxes Receivable	\$95.75	\$0.00	\$0.00	\$0.00
Other Assets				
Other Assets	\$115,126.52	\$0.00	\$0.00	\$0.00
Total Other	\$115,126.52	\$0.00	\$0.00	\$0.00
Total Assets	\$6,189,619.16	\$1,953,341.45	\$171,077.32	\$3,951,625.00
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	\$11,340.55	\$0.00	\$185.65	\$0.00
Salaries Payable	\$22,105.63	\$0.00	\$0.00	\$0.00
Retirement Payable	\$53,523.86	\$0.00	\$0.00	\$0.00
Total Accounts Payable	\$86,970.04	\$0.00	\$185.65	\$0.00
Net Assets				
Fund Balance	\$6,102,649.12	\$1,953,341.45	\$170,891.67	\$3,951,625.00
Total	\$6,102,649.12	\$1,953,341.45	\$170,891.67	\$3,951,625.00
Total Liabilities & Fund Balance	\$6,189,619.16	\$1,953,341.45	\$171,077.32	\$3,951,625.00

Kalamazoo Public Library
Revenue and Expenditure Summary
As of July 31, 2015

	Actual	Encumbrance	Year to Date	Budget	Variance	% Complete
Revenue						
Property Taxes	\$0.00	\$0.00	\$0.00	\$10,418,240	(\$10,418,240)	0.0%
Other Taxes	\$0.00	\$0.00	\$0.00	\$114,169	(\$114,169)	0.0%
Fines and Fees	\$13,012.25	\$0.00	\$13,012.25	\$175,000	(\$161,988)	7.4%
District Court Penal Fines	\$0.00	\$0.00	\$0.00	\$255,000	(\$255,000)	0.0%
Local Support	\$15,000.00	\$0.00	\$15,000.00	\$225,000	(\$210,000)	6.7%
Interest Income	\$54.83	\$0.00	\$54.83	\$15,000	(\$14,945)	0.4%
State Aid and Reimbursements	\$0.00	\$0.00	\$0.00	\$74,000	(\$74,000)	0.0%
Other	\$120.00	\$0.00	\$120.00	\$96,600	(\$96,480)	0.1%
Total Revenue	\$28,187.08	\$0.00	\$28,187.08	\$11,373,009	(\$11,344,822)	0.2%
Expenditures						
Salaries						
Administrator Salaries	\$57,682.24	\$0.00	\$57,682.24	\$653,722	\$596,040	8.8%
Librarian Salaries	\$109,171.78	\$0.00	\$109,171.78	\$1,365,580	\$1,256,408	8.0%
Supervisory Technical Salaries	\$59,007.32	\$0.00	\$59,007.32	\$723,775	\$664,768	8.2%
Library Assistant Salaries	\$134,887.85	\$0.00	\$134,887.85	\$1,617,240	\$1,482,352	8.3%
Hourly Staff	\$23,959.57	\$0.00	\$23,959.57	\$643,122	\$619,162	3.7%
Substitute Salaries	\$3,136.90	\$0.00	\$3,136.90	\$86,310	\$83,173	3.6%
Vacancy Credit	\$0.00	\$0.00	\$0.00	(\$50,000)	(\$50,000)	0.0%
Total	\$387,845.66	\$0.00	\$387,845.66	\$5,039,749	\$4,651,903	7.7%
Benefits						
Employee Insurance	\$85,886.26	\$0.00	\$85,886.26	\$1,032,006	\$946,120	8.3%
Retirement	\$49,504.41	\$0.00	\$49,504.41	\$607,485	\$557,981	8.1%
Employer FICA-Medicare	\$30,263.58	\$0.00	\$30,263.58	\$384,535	\$354,271	7.9%
Other Benefits	\$16,656.52	\$0.00	\$16,656.52	\$150,675	\$134,018	11.1%
Total	\$182,310.77	\$0.00	\$182,310.77	\$2,174,701	\$1,992,390	8.4%
Materials						
Adult Books	\$22,221.47	\$30,783.42	\$53,004.89	\$496,600	\$443,595	10.7%
Juvenile Books	\$1,459.44	\$2,147.97	\$3,607.41	\$97,500	\$93,893	3.7%
Periodicals	\$27,065.51	\$0.00	\$27,065.51	\$53,751	\$26,685	50.4%
Audio-Visual Material	\$18,272.24	\$20,927.98	\$39,200.22	\$340,160	\$300,960	11.5%
Digital Materials	\$54,658.36	\$0.00	\$54,658.36	\$154,365	\$99,707	35.4%
Total	\$123,677.02	\$53,859.37	\$177,536.39	\$1,142,376	\$964,840	15.5%
Facilities						
Fuel	\$13.50	\$0.00	\$13.50	\$66,800	\$66,787	0.0%
Electricity	\$5,804.92	\$0.00	\$5,804.92	\$191,500	\$185,695	3.0%
Water	\$0.00	\$0.00	\$0.00	\$5,850	\$5,850	0.0%
Custodial Supplies	\$1,985.38	\$0.00	\$1,985.38	\$76,750	\$74,765	2.6%
Grounds Maintenance	\$0.00	\$0.00	\$0.00	\$48,196	\$48,196	0.0%
Vehicle Maintenance	\$0.00	\$0.00	\$0.00	\$5,500	\$5,500	0.0%
Building Repair	\$0.00	\$0.00	\$0.00	\$103,410	\$103,410	0.0%
Building Operations	\$27,204.57	\$17,835.75	\$45,040.32	\$133,055	\$88,015	33.9%
Total	\$35,008.37	\$17,835.75	\$52,844.12	\$631,061	\$578,217	8.4%

Kalamazoo Public Library
Revenue and Expenditure Summary
As of July 31, 2015

	Actual	Encumbrance	Year to Date	Budget	Variance	% Complete
Operating Expenses						
Supplies	\$701.20	\$0.00	\$701.20	\$97,875	\$97,174	0.7%
Misc. Operating Expenses	\$727.75	\$0.00	\$727.75	\$116,928	\$116,200	0.6%
Postage & Freight	\$529.04	\$0.00	\$529.04	\$39,750	\$39,221	1.3%
Rent	\$2,981.19	(\$525.00)	\$2,456.19	\$32,100	\$29,644	7.7%
Processing Supplies	\$1,491.75	\$0.00	\$1,491.75	\$62,140	\$60,648	2.4%
Total	\$6,430.93	(\$525.00)	\$5,905.93	\$348,793	\$342,887	1.7%
Technical Services						
F&E Repair & Maintenance	\$11,492.35	\$0.00	\$11,492.35	\$61,115	\$49,623	18.8%
Telecommunications	\$9,082.44	\$0.00	\$9,082.44	\$89,612	\$80,530	10.1%
Software as Service	\$13,647.00	\$0.00	\$13,647.00	\$192,161	\$178,514	7.1%
Software Licensing & Maint.	\$72,008.35	\$6,921.00	\$78,929.35	\$230,418	\$151,489	34.3%
Cataloging & Processing	\$25,703.98	\$0.00	\$25,703.98	\$85,300	\$59,596	30.1%
Total	\$131,934.12	\$6,921.00	\$138,855.12	\$658,606	\$519,751	21.1%
Purchased Services						
Security	\$3,124.14	\$0.00	\$3,124.14	\$177,872	\$174,748	1.8%
Insurance	\$49,582.64	\$0.00	\$49,582.64	\$86,500	\$36,917	57.3%
Legal Services	\$0.00	\$0.00	\$0.00	\$15,000	\$15,000	0.0%
Contracted Services	\$12,084.95	\$0.00	\$12,084.95	\$163,736	\$151,651	7.4%
Printing Services	\$0.00	\$0.00	\$0.00	\$97,000	\$97,000	0.0%
Advertising	\$4,150.10	\$0.00	\$4,150.10	\$65,000	\$60,850	6.4%
Total	\$68,941.83	\$0.00	\$68,941.83	\$605,108	\$536,166	11.4%
Other Expenditures						
Tax Charge Backs	\$140.67	\$0.00	\$140.67	\$50,000	\$49,859	0.3%
Staff Development	\$612.50	\$0.00	\$612.50	\$36,713	\$36,101	1.7%
Travel & Conference	\$276.34	\$0.00	\$276.34	\$58,731	\$58,455	0.5%
Board Expenses	\$0.00	\$0.00	\$0.00	\$8,080	\$8,080	0.0%
Programming Expenditures	\$6,917.60	\$0.00	\$6,917.60	\$160,275	\$153,357	4.3%
Total	\$7,947.11	\$0.00	\$7,947.11	\$313,799	\$305,852	2.5%
Total Expenditures	\$944,095.81	\$78,091.12	\$1,022,186.93	\$10,914,193	\$9,892,006	9.4%
Transfers						
Transfers In	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Transfers Out	\$0.00	\$0.00	\$0.00	\$400,000	\$400,000	0.0%
Total Transfers	\$0.00	\$0.00	\$0.00	\$400,000	\$400,000	0.0%
BEGINNING FUND BALANCE	\$7,017,856.38	\$0.00	\$7,017,856.38	\$7,017,856	\$0	
NET SURPLUS/(DEFICIT)	(\$915,908.73)	(\$160,367.95)	(\$1,076,276.68)	\$58,816	\$1,135,093	
ENDING FUND BALANCE	\$6,101,947.65	(\$160,367.95)	\$5,941,579.70	\$7,076,672	\$1,135,093	

**Kalamazoo Public Library
Special Revenue Income Statement
July 31, 2015**

	<u>Actual</u>	<u>Encumbrance</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Variance</u>	<u>% Complete</u>
Revenue						
Fines and Fees	\$0.00	\$0.00	\$0.00	\$0	\$0	0
Local Support	\$100.00	\$0.00	\$100.00	\$24,500	(\$24,400)	0.4%
Interest Income	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Other	\$0.00	\$0.00	\$0.00	\$735	\$0	0.0%
Total Revenue	\$100.00	\$0.00	\$100.00	\$25,235	(\$25,135)	0.4%
Expenditures						
Salaries						
Librarian Salaries	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Hourly Staff	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Benefits						
Employer FICA-Medicare	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Materials						
Adult Books	\$201.61	\$329.60	\$531.21	\$1,000	\$469	53.1%
Juvenile Books	\$356.25	\$0.00	\$356.25	\$30,250	\$29,894	1.2%
Periodicals	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Audio-Visual Material	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Digital Materials	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Total	\$557.86	\$329.60	\$887.46	\$31,250	\$30,363	2.8%
Supplies						
Supplies	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Purchased Services						
Contracted Services	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Printing Services	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Other Expenditures						
Travel & Conference	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Miscellaneous Disbursements	\$0.00	\$0.00	\$0.00	\$10,226	\$10,226	0.0%
Programming Expenditures	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Total	\$0.00	\$0.00	\$0.00	\$10,226	\$10,226	0.0%
Total Expenditures	\$557.86	\$329.60	\$887.46	\$41,476	\$40,589	2.1%
Transfers						
Transfers In	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Transfers Out	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
Total	\$0.00	\$0.00	\$0.00	\$0	\$0	0.0%
BEGINNING FUND BALANCE	\$171,349.53	\$0.00	\$171,349.53	\$171,350	\$0	
NET SURPLUS/(DEFICIT)	(\$457.86)	(\$329.60)	(\$787.46)	(\$16,241)	(\$15,454)	
ENDING FUND BALANCE	\$170,891.67	(\$329.60)	\$170,562.07	\$155,109	(\$15,454)	

**Kalamazoo Public Library
Capital Improvement Plan
July 31, 2015**

	Actual	Encumbrances	Year to Date	Budget	Variance
Expenditures					
Furnishings					
Furnishings Reserve					
810 - Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$117,572	\$117,572
Total Furnishings Reserve	\$0.00	\$0.00	\$0.00	\$117,572	\$117,572
Central Library					
889 - Children's Room Table/Chairs	\$0.00	\$0.00	\$0.00	\$5,328	\$5,328
892 - Local History Room Furniture	\$0.00	\$0.00	\$0.00	\$1,016	\$1,016
Total Central Library	\$0.00	\$0.00	\$0.00	\$6,344	\$6,344
Branch Libraries					
815 - Workspaces & Public Areas-Oshtemo	\$10,221.40	(\$9,915.48)	\$305.92	\$13,565	\$13,259
881 - Eastwood/Powell - furniture	\$0.00	\$0.00	\$0.00	\$1,200	\$1,200
882 - Oshtemo-Drop box	\$0.00	\$0.00	\$0.00	\$4,200	\$4,200
894 - Oshtemo Refurb Phase I	\$0.00	\$0.00	\$0.00	\$15,000	\$15,000
Total Branch Libraries	\$10,221.40	(\$9,915.48)	\$305.92	\$33,965	\$33,659
System-Wide Projects					
814 - Chairs - Multiple Departments	\$0.00	\$745.78	\$745.78	\$6,294	\$5,548
Total System-Wide Projects	\$0.00	\$745.78	\$745.78	\$6,294	\$5,548
Total Furniture & Equipment	\$10,221.40	(\$9,169.70)	\$1,051.70	\$164,175	\$163,123
Building Alterations					
Building Reserve					
820 - Building Alterations Reserve	\$0.00	\$0.00	\$0.00	\$91,962	\$91,962
Total Building Reserve	\$0.00	\$0.00	\$0.00	\$91,962	\$91,962
Structural Projects					
805 - Central-Marble Tile Maintenance	\$0.00	\$47,400.00	\$47,400.00	\$70,000	\$22,600
828 - Eastwood Roof Repair	\$0.00	\$21,900.00	\$21,900.00	\$22,000	\$100
Total Structural Projects	\$0.00	\$69,300.00	\$69,300.00	\$92,000	\$22,700
Mechanical Projects					
823 - Generator - Oshtemo	\$0.00	\$0.00	\$0.00	\$11,000	\$11,000
824 - Generator - Eastwood	\$0.00	\$0.00	\$0.00	\$6,000	\$6,000
841 - Central Louvers on AHU-2	\$0.00	\$11,200.00	\$11,200.00	\$11,200	\$0
887 - Central Generator	\$0.00	\$0.00	\$0.00	\$50,000	\$50,000
895 - Central Freight Elevator	\$55,000.00	\$55,000.00	\$110,000.00	\$105,000	(\$5,000)
Total Mechanical Projects	\$55,000.00	\$66,200.00	\$121,200.00	\$183,200	\$62,000
Control & Security Systems					
827 - Security Camera System	\$0.00	\$0.00	\$0.00	\$1,217	\$1,217
842 - Central Lighting Control System	\$0.00	\$61,765.00	\$61,765.00	\$60,000	(\$1,765)
Total Control & Security System	\$0.00	\$61,765.00	\$61,765.00	\$61,217	(\$548)

**Kalamazoo Public Library
Capital Improvement Plan
July 31, 2015**

	Actual	Encumbrances	Year to Date	Budget	Variance
Other Facilities Projects					
811 - Carpet Master Plan	\$0.00	\$0.00	\$0.00	\$97,228	\$97,228
893 - Delivery Venicle	\$0.00	\$0.00	\$0.00	\$60,000	\$60,000
Total Other Facilities Projects	\$0.00	\$0.00	\$0.00	\$157,228	\$157,228
Total Building Alterations	\$55,000.00	\$197,265.00	\$252,265.00	\$585,607	\$333,342
Computer & Technology					
Computer & Tech. Reserve					
830 - Computer & Technology Reserve	\$0.00	\$0.00	\$0.00	\$46,208	\$46,208
Total Computer & Tech. Reserv	\$0.00	\$0.00	\$0.00	\$46,208	\$46,208
Public Technology & Hardware					
831 - Automation Replacement	\$0.00	\$0.00	\$0.00	\$90,069	\$90,069
843 - Branch digital signage	\$0.00	\$0.00	\$0.00	\$6,069	\$6,069
865 - Game Carts - Teen	\$0.00	\$0.00	\$0.00	\$3,141	\$3,141
884 - Digital Lab Equipment	\$0.00	\$0.00	\$0.00	\$6,175	\$6,175
Total	\$0.00	\$0.00	\$0.00	\$105,454	\$105,454
Portable Technology					
878 - Portable Devices	\$0.00	\$0.00	\$0.00	\$35,618	\$35,618
Total Portable Technology	\$0.00	\$0.00	\$0.00	\$35,618	\$35,618
Other Tech/Computer Equipment					
854 - Other Tech/Computer Equipment	\$0.00	\$0.00	\$0.00	\$7,400	\$7,400
855 - Telephone System	\$400.00	(\$400.00)	\$0.00	\$13,245	\$13,245
879 - Office scanners	\$0.00	\$0.00	\$0.00	\$2,284	\$2,284
Total Other Tech/Computer Equ	\$400.00	(\$400.00)	\$0.00	\$22,929	\$22,929
Server Migration					
856 - Server Migration Project	\$0.00	\$0.00	\$0.00	\$84,000	\$84,000
Total Server Migration	\$0.00	\$0.00	\$0.00	\$84,000	\$84,000
RFID/Circulation					
852 - RFID Building/Furniture	\$0.00	\$0.00	\$0.00	\$7,934	\$7,934
Total RFID/Circulation Tech.	\$0.00	\$0.00	\$0.00	\$7,934	\$7,934
Total Computer & Technology	\$400.00	(\$400.00)	\$0.00	\$302,143	\$302,143
Total Expenditures	\$65,621.40	\$187,695.30	\$253,316.70	\$1,051,925	\$798,608
Transfers					
Transfers In/(Out)					
800 - Capital Improvement Plan	\$0.00	\$0.00	\$0.00	\$400,000	\$400,000
Total Transfers	\$0.00	\$0.00	\$0.00	\$400,000	\$400,000
BEGINNING FUND BALANCE	\$578,279.20	\$0.00	\$578,279.20	(\$651,925)	(\$1,230,204)
NET SURPLUS/(DEFICIT)	(\$65,621.40)	(\$187,695.30)	(\$253,316.70)	(\$651,925)	(\$398,608)
ENDING FUND BALANCE	\$512,657.80	(\$187,695.30)	\$324,962.50	(\$1,303,850)	(\$1,628,813)

**Kalamazoo Public Library
Endowment Fund
Report Date: July 31, 2015**

	5/30/2015		%	6/30/2015		%
	Cost	Market	Cost to	Cost	Market	Cost to
	Basis	Basis	Market	Basis	Basis	Market
			Increase			Increase
<u>Ameritrade Investments</u>						
Money Market Account - FDIC	\$ 241,850.15	\$ 241,850.15	0.0%	\$ 245,427.30	\$ 245,427.30	0.0%
Stocks	\$ 1,504,405.08	\$ 2,294,820.10	52.5%	\$ 1,504,405.08	\$ 2,215,734.05	47.3%
Fixed Income Investments	\$ 1,490,759.38	\$ 1,496,844.85	0.4%	\$ 1,490,759.38	\$ 1,490,463.65	0.0%
	\$ -	\$ -		\$ -	\$ -	
Total Value	<u>\$ 3,237,014.61</u>	<u>\$ 4,033,515.10</u>	<u>24.6%</u>	<u>\$ 3,240,591.76</u>	<u>\$ 3,951,625.00</u>	<u>21.9%</u>
<u>Fund Balance</u>						
Assigned for Children's Endowment		<u>\$ 18,563.44</u>			<u>\$ 18,669.95</u>	
Kalamazoo Public Library Endowment		<u>\$ 4,014,951.66</u>			<u>\$ 3,932,955.05</u>	
<u>Year to Date Revenue & Expenditures</u>						
Net Withdrawals/Deposits from/to Account		\$ -			\$ -	
Dividend and Interest Income		\$ 50,131.88			\$ 53,709.03	
Realized Gains (Losses) on Sale of Assets		\$ -			\$ -	
Unrealized Gains (Losses) on Market Value		\$ 206,267.09			\$ 120,799.84	
Arcadia Investment Management Fee/Other		<u>\$ (17,485.69)</u>			<u>\$ (17,485.69)</u>	
Net Change		<u>\$ 238,913.28</u>			<u>\$ 157,023.18</u>	

Summary:

No trades occurred during June of 2015. Market values fell \$85,467 during the month of June, decreasing the total market value of the fund to \$3,951,625.



**Kalamazoo Public Library Local History & Community
 Information Service Fund (Agency)
 kpub03**

For the period of 1/1/2015 through 6/30/2015

Fund Activity

Your asset balance as of 1/1/2015	\$65,556.67
Gifts received (see detail)	\$6,000.00
Grants approved (see detail)	\$0.00
Net investment return	\$754.87
Foundation annual administrative fee	(\$723.89)
Other adjustments	\$0.00
Your asset balance as of 6/30/2015	\$71,587.65

Gift Detail	Date	Amount
Kalamazoo Public Library	01/20/2015	\$6,000.00
Total Gifts		\$6,000.00

Funds Available to Grant as of 7/23/2015 **\$71,587.65**



**Kalamazoo Public Library Local History & Community
Information Service Fund
kpub04**

For the period of 1/1/2015 through 6/30/2015

Fund Activity

Your asset balance as of 1/1/2015	\$27,447.28
Gifts received (see detail)	\$0.00
Grants approved (see detail)	\$0.00
Net investment return	\$279.68
Foundation annual administrative fee	(\$426.86)
Other adjustments	\$0.00
Your asset balance as of 6/30/2015	\$27,300.10

Funds Available to Grant as of 7/23/2015 **\$27,300.10**

MEMO

TO: Library Trustees

FROM: Ann Rohrbaugh
Library Director

RE: **MERS Retirement Funding**

DATE: August 24, 2015

Recommendation:

I recommend board approval of an additional \$100,000 lump sum from residual fiscal year 2014-2015 funds and 1.5% of fiscal year 2015-2016 covered salaries to reduce the unfunded accrued liability of the Municipal Employees Retirement System (MERS) defined benefit plan for Kalamazoo Public Library.

Summary/Background:

The unfunded accrued liability of Kalamazoo Public Library's MERS defined benefit plan as of December 31, 2014 was reported to be \$603,623. With the advent of new governmental accounting standards (GASB 68) that liability will be updated and reported on the library's government wide financial statements as of June 30, 2015. Currently, the retirement system spreads the reduction of that liability over a period of 10 years with a portion of the calculated employer contribution rate dedicated for it. Actuarial assumptions further include an annual smoothed rate of return on investment of 8% to maintain the current 90% funded ratio of the plan.

In order to accelerate the reduction of the unfunded accrued liability and increase the funded ratio of the defined benefit plan for library employees to 100% at a quicker pace, a lump sum additional contribution amount of \$100,000 and an additional 1.5% on covered payroll will reduce the unfunded liability by an additional \$145,000 by the end of fiscal year 2015-2016 based upon current salary levels.

This plan has been reviewed and is supported by the Finance and Budget Committee.

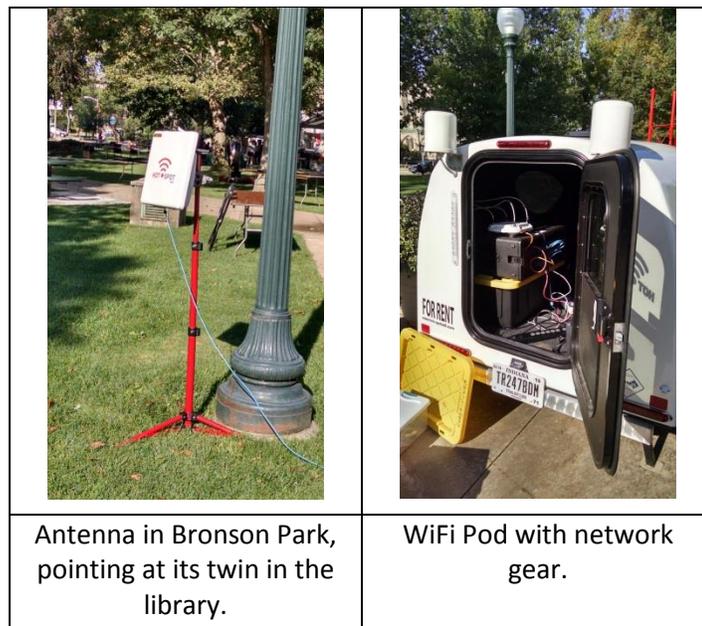
[Return to Agenda](#)

**Director's Report
August 2015**

From the director

1. Recent meetings and events attended include the usual DDA and DKI meetings; a design review presentation for WS neighborhood; a meeting with organizers of the "Lincoln Project", an effort to add a statute of Lincoln to Bronson Park, as well as associated Lincoln activities; an informal meeting with Grand Rapids library director; SMLC quarterly council meeting; many internal meetings; some library programs. In addition, Sue Warner and I met with KPS Superintendent Rice and several staff members to discuss some shared issues. We generally meet with them annually, usually in the summer.

2. Organizers of the *Kalamazoo Promise 10 Year Celebration* asked us if we would be willing to provide an internet uplink for the event. They contracted with Hot-spot WiFi Pods to offer free wireless to event participants but needed a nearby entity to share bandwidth. Thanks to the effort of Wendy Hand of our IT staff, we were able to assist.



A network port and a window with a clear line-of-sight to Bronson Park was needed. On Saturday morning, Wendy and Hot-spot staff set up an antenna in the third floor office pointing

to the park and one in the park pointing at us. They created an external network to keep traffic separate from our normal use. This allowed wireless access points throughout the park. Although we used more than our normal bandwidth for a Saturday morning, we were still well under our maximum allowed usage. We were pleased to partner with *The Promise* for this community celebration.

3. The MLA Executive Director, Gail Madziar, spoke at the quarterly SMLC meeting. Her main topic was MLA's efforts to pass legislation allowing libraries to opt out of DDA's and other tax captures. She acknowledged the strong opposition.
4. Trustees Caple and Wright will join several staff members at the *Eliminating Racism* workshop at the YWCA on August 27. The ARTT encourages all trustees and managers to attend unless they have participated in the 2 ½ workshop within the past three years.
5. Friends of KPL board meetings will resume in September.
6. There are no new developments or information about the snowmelt possibility since our last meeting. They may be some news this week and if so, I'll update the board when we meet.

Stimulate Imagination

7. Summer reading is winding down but we continued to sign up new readers well into August. Those who registered by August 14 and read every day were eligible to earn one prize. Many have claimed all four prizes.
8. Drones took over Oshtemo for a program on July 28, attended by over 150. There was both an indoor and outdoor presentation and the *Gazette* listed this event as one of the top five things to do in Kalamazoo for the week. We plan to have further related programs in the future; there is obvious interest.
9. The "Coke and Mentos" program at Washington Square in late July was a spectacular success. A large crowd learned about the science behind eruptions, the fun of messing around with things outside, and the excitement of watching a big mess being made!
10. Our participation in the 2015 Growlers' season has ended with the final storytime in the Family Place Zone held on August 2. We'll be meeting with Growlers staff to review the partnership and discuss improvements for the 2016 season; overall, we consider our participation a success.
11. Many patrons and staff have supported our "We Need Diverse Books" campaign; see their photos and comments on our website.

Connect to the Online World

12. “Stellarium”, an open source planetarium app, is now available on the computers in the children’s room. We also have “ScienceFlix” there on a limited trial basis to determine if it is a product our patrons would like us to add.
13. The public PC upgrade project is completed. All units at all locations have been replaced. FM and IT worked together to install the new units at central and improve cord management. We also used this time to repaint the edges of the carrels.
14. IT staff continues with preparations to move our servers to KRESA. We are waiting for the city to install fiber cables at the intersection of Rose and Lovell.
15. Youth Services and IT are working together to provide iPads for children and their caregivers to use together in the children’s room. We’ll launch this service later this fall with the same circulation policy as at the Information Desk for using iPads in Adult Services. In both cases, the iPads must be used in the department; they are not for home use.

Operations

16. We will participate in Michigan Libraries for Life, October 5 – 11. Since 2010, libraries across Michigan have participated in this simple and effective campaign to educate patrons about organ, tissue, and eye donation and to encourage them to join the Michigan Organ Donor Registry. Participation in this event is very flexible and open-ended for libraries; details not yet in place.
17. The ADP implementation team, Diane Schiller, Terry New, Carol, Conrad, Wendy Hand, and Patrick Jouppi, are immersed in structure, data transfers, and set-up instructions. We are on track to implement Time and Attendance September 15th for the first ADP payroll on October 15th.
18. CAMP hosted a visit from Kent District Library staff as they prepare to move to SIRSI as their library system. Their cataloging and acquisition staff visited for a full day, moving from station to station: ordering, receiving, copy cataloging, original cataloging, adding items, and processing.
19. Two lighting fixtures at Washington Square were converted to LED as part of a failed ballast replacement. The new 5000K LED lights were chosen to blend with the existing color temperature. Because of the unusual configuration the lights are not eligible for the Consumers Energy rebate program, so upgrade to the balance of the fixtures will take place over time.
20. Annual planned maintenance on the in-ground lights at Oshtemo revealed several failed ballasts. Because these fixtures must be water tight, both direct replacement and upgrade are quite expensive. FM is still investigating the best repair plan; in the mean-time some of the exterior accent lights at the branch remain dark.

21. Summer maintenance on the chiller at Central revealed a failing motor on the purge unit which removes air from the top of the condenser. The motor has been replaced and we are working through some issues with the control system that monitors chemical levels in the tower water and injects treatment chemicals. The issue has caused extra maintenance work, but has not affected performance.

**KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
July 31, 2015**

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>BOOKS</u>									
-Adult	23,314	1,301	11,145	422	2,334	38,516	38,313	42,548	-10%
-ebook	4,523					4,523	4,523	3,469	30%
-Digital Magazine	297					297	297	305	-3%
Teen	4,147	220	1,669	64	289	6,389	6,389	6,913	-8%
Juvenile	<u>19,015</u>	<u>1,859</u>	<u>11,650</u>	<u>612</u>	<u>1,680</u>	<u>34,816</u>	<u>34,816</u>	<u>37,416</u>	-7%
Total	<u>51,296</u>	<u>3,380</u>	<u>24,464</u>	<u>1,098</u>	<u>4,303</u>	<u>84,541</u>	<u>84,338</u>	<u>90,651</u>	-7%
<u>AUDIO-VISUAL</u>									
Audiobook									
-CD	2,041	81	1,059	19	135	3,335	3,335	3,890	-14%
-Digital	1,721					1,721	1,721	1,784	-4%
Music									
-CD	4,643	537	934	158	393	6,665	6,665	7,835	-15%
-Digital	1,486					1,486	1,486	1,215	22%
Video									
-DVD	31,238	5,114	11,137	3,000	6,066	56,555	56,555	72,041	-21%
- Digital	398					398	398	711	
Total Non-Print Material	<u>41,527</u>	<u>5,732</u>	<u>13,130</u>	<u>3,177</u>	<u>6,594</u>	<u>70,160</u>	<u>70,160</u>	<u>87,476</u>	-20%
Total Circulation	<u>92,823</u>	<u>9,112</u>	<u>37,594</u>	<u>4,275</u>	<u>10,897</u>	<u>154,701</u>	<u>154,498</u>	<u>178,127</u>	-13%
Computer Usage									
Onsite Computer Use	6,382	605	1,349	513	690	9,539	9,539	12,212	-22%
Computer Usage Remote						2,192,932	2,192,932	2,714,891	-19%
Wireless Internet	2,374	0	0	0	0	2,374	2,374	2,103	13%
Database Statistics									
Database Sessions	908					908	908	1,013	-10%
Database Searches	44,763					44,763	44,763	41,600	8%
Total Registrations	361	25	122	5	30	543	543	702	-23%

KALAMAZOO PUBLIC LIBRARY
LIBRARY STATISTICS
July 31, 2015

Agency	<u>Central Library</u>	<u>East wood</u>	<u>Oshtemo</u>	<u>Powell</u>	<u>Washington Square</u>	<u>Total</u>	<u>Year to Date</u>	<u>Prior Year to Date</u>	<u>% Change</u>
<u>Programs/Tours</u>									
Adult Events	5	1	4	1	0	11	11	23	-52%
Attendance	72	1	318	21	0	412	412	567	-27%
Teen Events	12	5	2	4	3	26	26	21	24%
Attendance	243	102	23	93	241	702	702	598	17%
Juvenile Events	27	9	18	15	9	78	78	103	-24%
Attendance	1068	202	916	617	285	3088	3088	3194	-3%
Total Events	44	15	24	20	12	115	115	147	-22%
Total Attendance	1383	305	1257	731	526	4202	4202	4359	-4%
Law Library									
Visitors	251					251	251	344	-27%
Phone Calls	107					107	107	138	-22%
Questions Answered	386					386	386	506	-24%